



District of Columbia
Department of
Housing and
Community
Development

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REQUEST FOR Applications

Homebuyer Assistance Program

Issue Date: April 4, 2008

Closing Date: May 9, 2008



The District of Columbia Department of Housing and Community Development pledges to foster the letter and spirit of the law for achieving equal housing opportunity in the District of Columbia.

***LATE APPLICATIONS WILL NOT BE FORWARDED TO THE
REVIEW PANEL***



NOTICE

PRE-APPLICATION CONFERENCE



Homebuyer Assistance Program

Attendance Recommended

WHEN: April 10, 2008

*WHERE: Department of Housing and Community Development
801 North Capitol Street, NE
9th Floor Conference Room
Washington, DC 20002
TIME: 10:00 AM – 12:00 Noon*

CONTACT PERSON:

*Janice Blassingame, Homebuyer Assistance Program Manager
Department of Housing and Community Development
Residential and Community Services Division
(202) 442-7295
janice.blassingame@dc.gov*



Checklist for Applications

Homebuyer Assistance Program

Verify that the proposal form and attachments conform to all instructions.

DHCD will not forward unresponsive applications to the review panel.

- ☐ The application is printed on 8½ by 11-inch paper, landscape, on one side, using 11- or 12-point type.
- ☐ Word limits are observed.
- ☐ The application is unbound (other than binder clips per the instructions).
- ☐ The application form has three holes punched on the top (long) margin.
- ☐ The attachments package has three holes punched in the left margins.
- ☐ There are eight (8) copies of the application (following the same format as above), plus the original.
- ☐ The electronic version of the application is submitted on a diskette or via email.
- ☐ Two original completed Receipts (see RFA Attachment C) attached to the outside of the envelopes or packages for DHCD's approval upon receipt.
- ☐ The application includes only the requested attachments (listed below):
 - Articles of Incorporation and Bylaws
 - Organizational chart
 - Board resumes
 - Staff resumes
 - Assurances (See RFP Attachment A)
 - Certifications (Lobbying, Drug-Free, etc.) (see RFPA Attachment B)
 - Two Original Receipts (see RFPA Attachment C)
 - Equal Opportunity Certification Form (see RFP Attachment D)
 - Section 504 Certification Form (see RFP Attachment E)
 - Affirmative Marketing Plan (see RFP Attachment F)
 - Tax-exempt status determination letter
 - Certificate of Good Standing from DCRA



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PROPOSAL FORM (Part 1 and Part 2)

ATTACHMENTS

Attachment A	Assurances
Attachment B	Certifications
Attachment C	Original Receipt
Attachment D	Equal Opportunity Certification
Attachment E	Section 504 Certification Form
Attachment F	Affirmative Marketing Plan
Attachment G	Notice of Proposed Rulemaking

**District of Columbia
Department of Housing and Community Development
Request for Applications (RFA) FY 2009 for the Administration of the District's
Home Purchase Assistance Program, Employer Assisted Housing Program, and
Home Purchase Assistance Step-Up Program**

SECTION 1: GENERAL INFORMATION

Introduction

Although nationally homeownership has increased over the decades, more affordable homeownership opportunities are needed to increase the number of homeowners in the District. Up-front costs are a significant barrier to homeownership for many families. Downpayment and closing cost assistance programs have proven to help break this barrier to homeownership. The District of Columbia Department of Housing and Community Development makes available, through its Homebuyer Assistance Programs, funds for down payment and closing costs in the form of interest free loans offered to eligible low- to moderate- income District residents to become first-time homeowners. The District is committed to increasing overall homeownership opportunities and the affordable housing stock for its residents.

The District's homebuyer assistance programs will provide prospective homebuyers with homebuyer education and services that will protect their investment and help build stable communities and economic growth. A successful formula for overcoming homeownership barriers for first-time homebuyers in the District is down payment and closing cost assistance coupled with pre-purchase and post-purchase counseling. The Department seeks a well-structured organization to successfully manage the Homebuyer Assistance Program in the District.

This RFA is exclusively for the administration of the applicant eligibility and loan processing component of the Department's Homebuyer Assistance Program. The Department will issue a separate Request for Application for providing Homebuyer Training and Counseling, a major companion component of the Homebuyer Assistance Program. A notice for solicitation for the administration of Homebuyer Training and Counseling will be published in the coming weeks to begin in Fiscal Year 2009.

Purpose of Request for Applications (RFA)

The purpose of this Request for Applications (RFA) is to solicit applications from D.C. based non-profit organizations to administer applicant eligibility and loan processing for the Home Purchase Assistance Program (HPAP), Employer Assisted Housing Program (EAHP) and the Home Purchase Assistance Step-Up Program on behalf of the District of Columbia and to promote homeownership and affordable housing opportunities among DC residents and DC government employees.

The selected grantee shall manage the process to provide down payment and closing cost assistance to low-to-moderate income first-time homebuyers to purchase single family homes, condominiums and cooperative units in the District of Columbia. The grantee will not be responsible for providing homebuyer education training for homebuyer assistance program participants but will be required to work closely with the grantee organization(s) designated by DHCD to provide homebuyer training and counseling. The grantee will ensure that all program participants receive homebuyer education training certification. In addition, the grantee will interact closely with the application intake processing centers designated by DHCD.

Award Period

The approved activities under this RFA will begin no later than the beginning of the second quarter of FY 2009 (January 1, 2009). Activity work plans and budgets are anticipated to be approved for a period of one year, with an option to extend the agreement for up to four one-year periods. The base year will begin no later than January 1, 2009 and end no later than December 31, 2009 (first quarter FY 2010). The Department intends to obligate all funds necessary for the first year award period and at the beginning of each option year when exercised.

Award and Amounts

DHCD will evaluate each respondent's work plan and budget for adequate fiscal capacity to produce at least 500 new homeowners in the first year of operation under its Homebuyer Assistance Program.

SECTION 2: PROGRAM REQUIREMENTS

HOMEBUYER PROGRAMS

The District of Columbia Department of Housing and Community Development (DHCD) hereby requests grant applications from qualified non-profit organizations that are interested in administering all of the programs that fall under the Homebuyer Assistance Program along with other initiatives that DHCD may undertake in relation to home purchase assistance. Qualified applicants must have a significant history of serving the residents of the District of Columbia through related or similar activities as outlined in this document. DHCD encourages applications from respondents that reflect the concerns of the diverse populations and cultures found throughout District communities.

The Department will select an organization demonstrating in its application that it can produce clear positive outcomes for residents who are first-time District homebuyers. An applicant should use this application process to evidence its ability to produce positive results by demonstrating that it has high project management and administrative capacity and a proven track record of delivering products and services in loan processing administration similar to or related to those defined in this application. The selected organization must demonstrate organizational competence, performance capacity and responsiveness to local needs and housing market trends.

SECTION 3: QUALIFICATIONS

Organizational Capacity

A successful respondent shall have the staff and board resources available to plan and implement the activities outlined in this RFA. The respondent's overall administrative capacity as it relates to all requirements of program management will be closely examined. Respondents will be evaluated on the basis of financial management capability; staff qualifications; and technical competence and resources. In addition, the respondents must be credit-worthy and demonstrate a thorough understanding and knowledge of mortgage industry financing, as well as perform all activities required under this grant.

The administration of the loan financing operation of the homebuyer assistance programs requires an intensive effort involving multiple skills and expertise including effective planning, implementation, loan processing, underwriting, outreach, housing needs assessment, mortgage settlements, and post-closing follow-up. The successful applicant must have the demonstrated ability to manage a detailed client database from which a variety of information can be developed, such as, program accomplishments; program pipeline portfolio activity; demographics, statuses of activities and trends. Overall, the applicant must have the capacity to perform all activities required that will result in good decision-making in regards to second trust loan financing for District residents.

Governing Body Membership

A successful respondent will demonstrate that its board of directors or other governing body:

- can address the concerns of DC residents in performing these activities;
- possess skills and/or experience required to implement and perform the activities described in this RFA; and
- possess the legal, business administration, and management capacity to ensure appropriate execution of the described activities in partnership with the District government.

Experience-based Evidence of Performance

A successful respondent must demonstrate:

- 1) the ability to examine terms of private first trust mortgage products to ensure practical and favorable outcomes for the homebuyer assistance recipient to sustain.
- 2) the understanding of the complex social and economic factors affecting homeownership, affordable housing, and homeownership retention in the District;
- 3) marketing and technical skills necessary to implement outreach, including requirements for website maintenance; and
- 4) evidence of previous related accomplishments and how similar efforts will produce successful homeowners under this initiative.

The proposed plan shall result in measurable, quantifiable and positive outcomes for the District's homebuyer programs.

Partnerships

A successful respondent shall have the capacity to leverage existing District government resources with financial and other resources from private and other public entities. Demonstrated working relationships with key stakeholders are an important qualification for successful respondents.

Threshold Respondent Requirements (required of any respondent for the application to be considered for selection)

In addition to demonstrating the ability to meet and carry out program requirements, a successful respondent must meet the following threshold requirements:

- The respondent must be a non-profit/tax-exempt corporation, so designated by the Internal Revenue Service.
- The respondent must be in Good Standing in the District of Columbia and must be current on all obligations to the District and Federal governments. (i.e., D.C., Federal and local taxes, and outstanding loans).
- The respondent must have written Conflict of Interest policies and procedures governing employees and board members in regard to the award and administration of contracts and other financial interests and benefits. These procedures must include a requirement for the retention of written Conflict of Interest declarations executed by each employee and board member.
- *Nondiscrimination in the Delivery of Services.* The applicant must comply with federal and local laws which prohibit discrimination in the delivery of programs and services, including, but not limited to, the following laws and regulations:
 - 1) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.)- Prohibits discrimination on the basis of race, color or national origin in programs and activities receiving federal financial assistance.
 - 2) Section 109 of Title I of the Housing and Community Development Act of 1974 (24 CFR Parts 6,180,570)– No person on the basis of race, color, national origin, sex or religion, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with community development funds.
 - 3) The Age Discrimination Act of 1975 (42 U.S.C. 6101-07) – Prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.
 - 4) Section 504 of the Rehabilitation Act of 1973 (24 CFR Part 8), as amended provides that "No otherwise qualified individual with handicaps in the United States ...shall solely by reason of his handicap be excluded from the participation in be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal financial assistance..."

5) All federal and local laws and regulations which offer consumer protections from prohibited lending practices; also, the District of Columbia's Lending Revisions Act of 2002 (14-354) and mortgage foreclosure procedures enacted in the "Mortgage Foreclosure Procedures Reform Act of 2003."

6) Title III, American with Disabilities Act (ADA), 28 CFR Part 36, Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities. The applicant's site of business must be accessible or have a plan to be in compliance within ninety (90) days after execution of the grant.

7) D.C. Law 3-76: District of Columbia Architectural Barriers Act of 1980, Section 1500.1 et. Seq. states in part, "...all buildings, structures, and premises which are used by the general public and which are regulated by this Code be made accessible to physically handicapped persons."

8) The Architectural Barriers Act, as amended (42 U.S.C. SS4151 et seq.) is an Act to ensure that certain buildings financed with Federal funds are so designed and constructed as to be accessible to the physically handicapped.

- The respondent must demonstrate security controls to protect applicants' information and data integrity.
 - a. No information contained by the grantee on behalf of a homebuyer assistance applicant can be used or sold by the grantee or any of its affiliates for any purpose without the written consent of DHCD.
 - b. All information, records, data, and property obtained by and through this grant are the sole property of DHCD and cannot be disposed of without the written consent of DHCD.

Consent to Sub-grant

The grantee must obtain the written consent of DHCD before sub-granting any portion of the work. The selected Applicant is required to include in its response a list of proposed sub-grantees and a list of tasks/items which the selected Applicant intends to sub-grant.

SECTION 4: STATEMENT OF WORK

Proposed Scope of Services

The grantee shall perform the following tasks:

- Administer the following programs in adherence to the provisions within the regulations and statutes as appropriately defined:
 - The Home Purchase Assistance Program (HPAP) as authorized by D.C. Code 42-2601 (2006 ed.) and 14 DCMR, Chapter 25;
 - The Employer Assisted Housing Program (EAHP) as authorized by D.C. Code 42-2501 (2006 ed.) and 14 DCMR, Chapter 36 (as proposed to be revised; see Attachment G);
 - The Home Purchase Assistance Step-Up Program Fund Act of 1998, as authorized by D.C. Code 42-2621 (2001 ed.) and 14 DCMR, Chapter 37.

- The Grantee shall be knowledgeable of the regulation and law of the Community Development Block Grant Program (CDBG) and the Home Investment Partnerships (HOME Program) as follows:

CDBG

Regulation: 24 CFR 570, in particular (but not limited to) 570.201(n)

Law: Housing and Community Development Act of 1974, as shown at 42 United States Code, in particular (but not limited to) 42 United States Code 5305(a)(24)

HOME

Regulation: 24 CFR 92, in particular (but not limited to) 92.205-206

- The grantee shall receive applications from intermediaries as directed by DHCD.
- The grantee shall determine applicant eligibility; underwrite and process applications; provide loan approvals, assess financial assistance needs; prepare loan documents, purchase title insurance to protect the District government's lien position; and maintain all homebuyer assistance related records and archived loan files.
- The grantee shall track and maintain a client post settlement database for all recorded deeds of trusts, finance statements, title policies, and other borrower notices and information. The final and original documentation must be forward to DHCD upon receipt.
- The grantee shall ensure that each homebuyer assistance applicant deemed eligible for assistance receives certification of pre-homeowner education and counseling conducted by a qualified grantee organization designated by DHCD.
- The grantee must establish and maintain a relationship with the training provider(s) that will ensure that the homebuyer education requirement is met by all program participants.

- The grantee shall ensure that outreach materials are available in various languages representative of the population served.
- The grantee shall be responsible for hiring a licensed home quality inspector(s) to provide and ensure that pre-purchase home inspections are clear and in compliance with federal housing quality standards.
- The grantee shall be responsible for ensuring that borrower is registered for post-homeowner education and foreclosure prevention by coordinating this activity with the designated training provider(s).
- The grantee shall ensure that funds for closing are available for each borrower by having funds forwarded via a wire transfer to the authorized settlement agent, as appropriate.
- The grantee shall establish quality control measures to ensure that the appropriation of funds is consistent with assistance level for each borrower and that program guidelines and policies are adhered to prior to settlement.
- The grantee shall forward foreclosure notices upon receipt to an appropriate housing counseling agency to provide assistance with remediation and workout plans, as well as to staff at the Department.
- The grantee shall be responsible for managing the program budget and financial accounting ensuring that all processes are in compliance with local and federal regulations. Respondent must be knowledgeable in Community Development Block Grant and Home Partnership Investment Program (HOME) expenditure administration.
- The grantee shall submit monthly beneficiary reports on program activity along with an analysis of program progress in a timely fashion.
- The grantee will submit weekly financial requisitions and reports according to defined program requirements and deadlines along with original note and accompanying loan documents.
- The grantee will conduct periodic surveys of the homebuyer applicant pool to assess program needs and progress.
- The grantee must provide to the DHCD statistics on real estate market trends and sales to assist with the preparation and the development of the HPAP Assistance Table and for other purposes designated by the DHCD on an ongoing basis.
- Along with DHCD staff, the grantee must be the primary spokesperson on behalf of the District Homebuyer Assistance Programs and must be prepared to participate in a wide range of special events to include City Council public hearings, community and faith-based forums, homeownership and homebuyer fairs and workshops. In addition, the grantee must sponsor a Homebuyers' Fair annually.

- On an ongoing basis, the grantee must provide District-wide marketing of the family of homebuyer assistance programs sponsored by the DHCD. This includes not only participation in the types of activities and events noted above, but substantial and diverse distribution of print materials informing the community about those programs. The grantee must always acknowledge these homebuyer assistance activities as programs of the Department of Housing and Community Development, for which the grantee is administrator of those programs. This acknowledgement is required for all outreach materials, websites and publications. In addition, all outreached materials must be approved by DHCD prior to distribution and release.
- The grantee must develop a pipeline report that tracks the applicant pool from the Notice of Eligibility stage to the settlement stage.
- The grantee must facilitate in identifying affordable housing and work as a conduit for getting available property information to HPAP applicants.

Information Systems and Technology

Respondent must have a sufficient number of desktop computers with high-speed internet capability to access DHCD's web-based single family loan processing software. The software package will have the capacity to process all loan-related functions and produce loan documents, as well as provide reporting information.

Upon successful award, all staff of the successful respondent under this grant will be trained on the software accordingly at the cost of the Department.

SECTION 5: SELECTION PROCESS

Selection Criteria, Part 1. Organizational Profile and Capacity -- 100 points

Criterion	Points Available
Staff— <ul style="list-style-type: none"> The proposal describes organizational staff possessing skills and experience appropriate to completing the desired activities. 	15
Board— The proposal demonstrates that its board : <ul style="list-style-type: none"> Can represent the concerns of residents of the District of Columbia, including low- and moderate-income residents of the District; Possesses skills and/or experience required to implement the multi-faceted programs described in this RFA; and Possesses the legal, business administration, and management skills required to oversee a multi-million dollar homebuyer assistance operation for the District government for over 1300 applicants annually. 	3
	5
	7
Management— <ul style="list-style-type: none"> The proposal evidences the financial stability of the organization; The proposal describes organizational systems currently in place to manage high volume funding, funds management, confidential information, and administrative functions; and The proposal demonstrates the organization's ability to assemble staff and monetary resources necessary to carry out complex mortgage financing decisions. 	10
	10
	10
Experience— <ul style="list-style-type: none"> The proposal describes the organization's experience in successfully implementing similar homebuyer assistance programs and activities. The proposal evidences the organization's experience in evaluating activity outcome ; The proposal demonstrates the organization's ability to manage and evaluate activity progress; and The proposal demonstrates the organization's ability to identify and resolve organizational challenges. 	20
	5
	5
	10
Total	100

Selection Criteria, Part 2. Proposed Activities and Outcomes for Homebuyer Assistance for First Time Homebuyers -- 100 points

Criterion	Points Available
<ul style="list-style-type: none"> The proposal presents data and cogent analysis which demonstrates clear understanding of the desired activities. 	10
<ul style="list-style-type: none"> The proposal demonstrates a clear, reasonable, and well developed plan for the administration of loan financing activities of the home purchase assistance programs that fits into an overall strategy of increasing first-time home ownership opportunities for low-to moderate – income District residents. 	30
<ul style="list-style-type: none"> The proposal presents a detailed budget and work plan for implementation of the activities proposed. 	25
<ul style="list-style-type: none"> The proposal demonstrates significant experience, knowledge of affordable housing programs, thorough knowledge and understanding of mortgage financing and practices, and other skills applicable to the activities required. 	20
<ul style="list-style-type: none"> The proposal describes how the organization leverages resources to support and enhance outcomes; the proposal indicates clear relationships within District government necessary to complete these activities. 	15
Total	100

Review Panel

The review panel for this RFA is composed of independent, qualified, professional individuals who have been selected for their unique experiences in affordable housing and/or evaluating mortgage banking concepts that can assist low to moderate income first time homebuyers.

When the review panel has completed its evaluations, the panel will make recommendations for awards based on the highest combined scores of Parts 1 and 2 of the proposal. The Department and the review panel will determine together minimum thresholds for each of Part 1 and Part 2 which must be met in order for a respondent to be awarded funding. The process of evaluating proposals may require respondents to make an oral presentation before the panel and/or require the panel to conduct a site visit of the respondent's facility.

Decision on Awards

The recommendations of the review panel are advisory only and are not binding on the Department of Housing and Community Development. The final decision on awards vests solely with the Director of District of Columbia DHCD. DHCD reserves the right to select more than one grantee. After reviewing the recommendations of the review panel and any other information considered relevant, the Agency Director will determine the award of grant funds to the designated grantee/administrator. The Agency Director does not have to award based on the applications received and reserves the authority to re-advertise.

Post-Selection

The respondent whose proposal is approved for funding will be required to enter into a contractual agreement with DHCD for implementation of the approved activities. This contractual agreement will include provisions that will ensure compliance with District laws and regulations and define the terms of the disbursement of funds.

Prior to execution of the contractual agreement(s), the successful respondent will meet with DHCD staff to negotiate the specific activities that will be conducted under the contractual agreement so that the respondent's mission, stakeholder needs, and District Government priorities are addressed. This effort will result in a detailed work plan, outcome measures, and budget that will become part of the contractual agreement.

Upon execution of the agreement, which is anticipated to be no later than the first day of the second quarter of FY 2009, the organization will receive the first scheduled fund disbursement.

In accordance with District requirements, DHCD will conduct periodic evaluations of the awarded organization's use of appropriated funds. The areas of review will include financial management, internal quality control structure, regulatory compliance, and program performance. The reviews may also include scheduled and unscheduled site visits. Accordingly, each organization will be required to make available to DHCD all information and records necessary for the completion of its evaluation.

Contact Person

For further information, please contact:

Janice Blassingame

Homebuyer Assistance Program Manager

Department of Housing and Community Development

801 North Capitol Street, NE, 7th Floor

Washington, DC 20002

202-442-7295

202-442-6969 (fax)

janice.blassingame@dc.gov

SECTION 6: APPLICATION INSTRUCTIONS

Format

There are four parts to the application package:

- Part 1 of the Application Form
- Part 2 of the Application Form
- Attachments
- Electronic version of application on cd

The attached Application Form (Part 1 and Part 2) is available in MSWord format from DHCD via email or from the DHCD website at <http://www.dhcd.dc.gov.org/main.shtm>. While not recommended, the form may be completed by hand. If you would like the form e-mailed to you, send a message with your request to rhonda.willingham@dc.gov.

Internet

Respondents who obtained this RFA through the Internet are asked to provide the Department of Housing and Community Development with the following:

- Name of organization
- Key contact
- Mailing address
- Telephone and fax numbers.

This information is requested so that the respondent can receive updates and/or addenda to the RFA.

Application Form Instructions

The Application Form (Part 1 and Part 2) is a series of Word generated tables. Enter requested data in the cells where indicated. Word/page counts are identified for questions requiring narrative responses. Do not exceed the stated limit.

The completed form(s) should be printed out in landscape format **one side, on 8½ by 11-inch paper** with three holes punched (i.e., with a standard 3-hole punch) at the top (long) edge.

Margins must be no less than one inch and a minimum font size of 10-point is required (New Times Roman, Courier, or Arial Narrow type recommended). Pages **MUST** be numbered. **The review panel will not review proposals that do not conform to these requirements.** The pages of Part 1 and Part 2 of the Proposal Form should be attached separately with binder clips and then bound together with an additional binder clip.

Proposal packages should have:

- No binding or covers
- No staples
- No graphics
- No attachments other than those requested

Required Attachments

The following attachments to the completed form are required:

Articles of Incorporation and Bylaws
Organizational Chart
Board Resumes
Staff Resumes
Assurances (RFP Attachment A)
Certifications (Lobbying, Drug-Free, etc.) (RFP Attachment B)
Two Original Receipts (RFP Attachment C)
Equal Opportunity Certification (RFPA Attachment D)
Section 504 Certification Form (RFP Attachment E)
Affirmative Marketing Plan (RFPA Attachment F)
Federal tax-exempt status determination letter
Certificate of Good Standing from DCRA (obtained within the past three months)

The Attachments package should be arranged in the order items are listed with three holes punched (i.e., with a standard 3-hole punch) and attached with a binder clip. The entire package should then be attached to Part 1 of the application form with an additional binder clip. Questions related to Attachments [D](#), [E](#), and [F](#) may be directed to Ms. Sonia Gutierrez, Fair Housing Coordinator at (202) 442-7238.

Respondents may obtain the Certificate of Good Standing at DCRA's One-Stop Business Center located in Room 1100 at 941 North Capitol Street, NE; the certificate may be requested by mail to Ms. Regina Dobbins, DCRA Corporations Division, 941 North Capitol Street, NE, Washington, DC 20002. There is a \$20 fee for the certificate. For additional information, call the Corporations Division at (202) 442-4432.

Pre-Application Conference

The Pre-Application Conference will be held April 10, [2008](#) from 10:00 a.m. to 12:00 noon at the Department of Housing and Community Development, 801 N. Capitol Street, NE, 9th Floor Large Conference Room, Washington, DC 20002.

Explanations to Prospective Respondents

Respondents are encouraged to mail, e-mail, or fax their questions to the contact person listed above on or before April 16, [2008](#). Questions submitted after the deadline date will not receive responses. Please allow ample time for mail to be received prior to the deadline date.

Resources

For more information about the Department of Housing and Community Development, please visit: <http://www.dhcd.dc.gov.org/main.shtm>

A wide range of information regarding community development issues and funding opportunities can be found at: <http://www.knowledgeplex.org>

SECTION 7: APPLICATION SUBMISSION

Application Identification

A total of nine (9) applications (Part 1 with Attachments, and Part 2 for the activities described in the RFA), and an electronic version of both parts on one diskette, are to be submitted in an envelope or package. Attachment C should be affixed to the outside of the envelope or package. **Of the nine (9) applications, one (1) application must be an original. DHCD will not forward the application to the review panel if the respondent fails to submit the required eight (8) copies, plus one (1) original.**

Telephonic, telegraphic and facsimile submissions **will not be accepted**.

Proposal Submission Date and Time

Applications are due no later than 4:00 p.m. on May 9, 2008. All applications will be recorded upon receipt. Applications **submitted at or after 4:01 p.m., May 9, 2008** will not be forwarded to the review panel. Any additions or deletions to an application will not be accepted after the deadline.

The eight (8) copies, plus the original and diskette, **must be** delivered to the following location:

Department of Housing and Community Development
Homebuyer Assistance Program
801 North Capitol Street, NE
7th Floor
Washington, DC 20002
Attention: Janice Blassingame, Homebuyer Assistance Program Manager

Mail/Courier/Messenger Delivery

Applications that are mailed or delivered by Messenger/Courier services **must be** sent in sufficient time to be received by the deadline at the above location. Messenger/Courier services delivering applications at or after the post dated time **will not be accepted**.

*****Late Applications Will Not Be Forwarded To The Review Panel*****

Notice of Non-Discrimination

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code Section 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.